



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 5420R.14D  
LFL/P-74  
10 Jun 91

MARINE CORPS ORDER 5420R.14D

From: Commandant of the Marine Corps  
To: Distribution Lists

Subj: RESERVE COMPONENT FACILITIES PROGRAM

Ref: (a) MCO P11000R.20

Encl: (1) SECNAVINST 11010.13A

Reports Required: Board Meeting Minutes (Report Control Symbol  
EXEMPT), par. 4d

1. Purpose. To transmit the enclosure for action and  
implementation, as appropriate.

2. Cancellation. MCO 5420R.14C.

3. Background. The Department of Defense established the  
policy that the military services will attempt to maximize  
both joint construction of Reserve facilities and common-use  
areas within joint facilities when practicable and economically  
advantageous. The Joint Service Reserve Component Facility  
Boards in each state provide the forum for the services to review  
each proposed Reserve component military construction project and  
consider its potential for joint service construction/use. In  
this capacity, the State boards perform a vital role in the  
acquisition process for Reserve component facilities.

4. Action

a. The Commanding General (CG), 4th Marine Division (MarDiv)  
shall coordinate implementation of the enclosure and appoint  
primary and alternate Marine Corps members to the subject boards  
in States where applicable.

b. In those instances where the most appropriate officer  
to be appointed is a member of the 4th Marine Aircraft Wing  
(MAW), appointment shall be made with the concurrence of the  
CG 4th MAW.

c. To satisfactorily discharge individual duties, the  
Marine Corps representative on each State board will be briefed  
by the Base Operations Section (BOS) of the 4th MarDiv  
Headquarters on all future Marine Reserve facility projects  
planned within the individual's State prior to attendance at  
each board meeting. At a minimum, each State board should  
convene once each year.

10 Jun 91

d. A copy of the minutes of each board meeting will be submitted to the Commandant of the Marine Corps (LFL) via the CG 4th MarDiv (BOS). This reporting requirement is exempt from reports control and requires no report control symbol. These minutes will be retained for 4 years from the date of the meeting.

e. The CG, 4th MarDiv and the CG, 4th MAW shall submit the Reserve Component Military Construction Unfunded Proposals Summary (Report Control Symbol DD-11000-07 (External RCS DD-RA(BI)1768)) required by the enclosure to the CMC (LFL) per instructions contained in the reference.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



**R. J. WINGLASS**  
Deputy Chief of Staff  
for Installations and Logistics

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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

SECNAVINST 11010.13A  
OP-959E  
5 FEB 1991

SECNAV INSTRUCTION 11010.13A

From: Secretary of the Navy

Subj: RESERVE COMPONENT FACILITIES PROGRAM

Encl: (1) DOD Directive 1225.7 of 6 Jul 90

1. Purpose. To provide enclosure (1) as the single source of guidance for administering the facilities programs of the Reserve components of the Navy and Marine Corps.

2. Cancellation. SECNAVINST 11010.13.

3. Delegation of Authority

a. The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) are hereby redelegated the authority vested to the Secretary to accomplish those functions delineated in paragraph D of enclosure (1).

b. The Assistant Secretary of the Navy (Installations and Environment (ASN (I&E))), Director, Installations and Facilities is authorized to approve waivers of the 65 percent/35 percent design status required for Military Construction Naval Reserve (MCNR) projects submitted to the Office of the Secretary of Defense. ASN (I&E), Director of Installations and Facilities, is also authorized to approve waivers for MCNR Reserve Center Projects in which on board strength is less than 75 percent of authorized strength.

4. Special Instructions

a. Board Meeting Minutes. The minutes of the Joint Service Reserve Component Facilities Board for each state will be forwarded to the Office of the Deputy Assistant Secretary of Defense for Reserve Affairs (Materiel and Facilities) via ASN (I&E), Assistant Secretary of the Navy (Manpower and Reserve Affairs) and CNO (OP-095). When both the Navy and Marine Corps are represented on the same state board, the Navy member will submit the minutes of the meeting.


ENCLOSURE (1)

5 FEB 1991

b. Component Military Construction Unfunded Proposals Report. Each service will prepare this report reflecting those backlogged projects for which that service has programming responsibility.

5. Action. The CNO and CMC shall issue implementing instructions as may be required.

6. Reports. The Reserve Component Military Construction Unfunded Proposal Report in paragraph 4b is assigned symbol DD-RA(BI)1768(11010) and is approved for three years from the date of this instruction.

  
**JACQUELINE E. SCHAFER**  
 Assistant Secretary of the Navy  
 (Installations and Environment)

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# Department Of Defense DIRECTIVE

SECNAVINST 11010.13A

5 FEB 1991

July 6, 1990  
NUMBER 1225.7

ASD(RA)

SUBJECT: Reserve Component Facilities Program

References: (a) DoD Directive 1225.7, subject as above,  
December 4, 1987 (hereby canceled)  
(b) Title 10, United States Code, Chapter 133, amended  
(c) DoD Directive 5125.1, "Assistant Secretary of  
Defense (Reserve Affairs)," January 12, 1984  
(d) DoD Directive 1200.1, "Placement of Reserve  
Component Units in Local Communities," July 14, 1988  
(e) DoD 5025.1-I, "DoD Directives System Annual Index,"  
January 1990, authorized by DoD Directive 5025.1,  
December 23, 1988

## A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) to update DoD policies and procedures, and assigns responsibilities for implementing reference (b).
2. Provides single-source guidance for administering the facilities programs of the National Guard (Army and Air) and the Reserves (Army, Marine Corps, Navy, and Air Force) (hereafter referred to collectively as the "Reserve components").
3. Establishes a Joint Service Reserve Component Facility Board in each State.

## B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD) and to the Military Departments and their Reserve components.

## C. POLICY

It is DoD policy to:

1. Provide new and replacement facilities needed to support the missions of the Reserve components in the most economical manner to meet operational and training needs.
2. Execute an agreement that establishes the equities and obligations, therein, between the U.S. Government and each State, when a military construction project to be constructed on State-owned land is supported by a Federal contribution.

Enclosure (1)

3. Maximize both joint construction and common-use areas within joint facilities then practicable and economically advantageous.

4. Require the Military Departments to participate in a Joint service Reserve Component Facility Board in each State to ensure maximum practicable joint construction for meeting Reserve component facility requirements. Applicable guidance is outlined in enclosure 1.

5. Require an Active component to provide replacement facilities when it displaces a permanently housed Guard or Reserve unit or activity. The active component shall provide replacement facilities equal to those being replaced. Replacement facilities must be acceptable to the chief of the Reserve component of the unit being displaced and meet authorized space and functional area requirements.

6. Require adequate project scopes and cost estimates for Reserve component military construction budget submissions. Applicable guidance is in enclosure 2, paragraph C.

This policy is subject to the overall national defense needs of the United States and the availability of appropriations.

#### D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) is responsible for analyzing and developing policy, and promulgating plans, programs, actions, and taskings for Reserve component facilities consistent with DoD Directive 5125.1 (reference (c)).

2. The Secretaries of the Military Departments, or their designees, shall:

a. Establish plans, programs, budgets, and accounting procedures to support facilities construction and maintenance programs; develop and maintain adequate management information systems to effectively control the use of appropriated funds for supporting approved facility programs; report design and construction progress; and provide required reports on Reserve component facilities, including a biennial Reserve Component Military Construction Unfunded Proposals Report.

b. Provide required facilities based on authorized strength of assigned units, quantity and type of equipment and supplies, and established facilities criteria according to Chapter 133 of Title 10 of the United States code (reference (b)). Facilities acquisition methods and functional criteria are in enclosures 2 and 3.

c. Certify that Reserve component units have been approved for stationing as specified in DoD Directive 1200.1 (reference (d)) and that unit total on-board strength for proposed Reserve component facilities is adequate to ensure full facility use. It shall be a requirement for inclusion of a

July 6, 1990  
1225.7

personnel-intensive project in a budget submission by the Department of Defense that the total actual on-board strength be a minimum of 74 percent of the total authorized strength. Waivers to this requirement may be granted by the Secretaries of the Military Departments or their designees.

d. Execute agreements and contribute Federal funds to the States for National Guard facilities consistent with applicable law and policy. Applicable procedures are in enclosure 4.

e. Issue licenses or permits for the use of Reserve component facilities by others as authorized in Chapter 133 of Title 10 of the United States Code (reference (b)).

f. Approve operation and maintenance-funded minor construction, and maintenance and repair projects in accordance with applicable law.

g. Approve projects using funds specifically identified as minor construction in accordance with applicable law and DOD directives including requirements for Congressional committee notification.

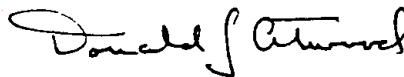
h. Provide membership and implementing instructions for the Joint Service Reserve Component Facility Boards as outlined in enclosure 1.

**E. INFORMATION REQUIREMENTS**

The "Reserve Component Military Construction Unfunded Proposals Report" is assigned Report Control Symbol DD-RA(BI)1768.

**F. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days.



**Donald J. Atwood  
Acting Secretary of Defense**

Enclosures - 5

1. Organizational Structure and Responsibilities of the Joint Service Reserve Component Facility Boards
2. Facility Acquisition Methods, Joint Construction, and Design Criteria
3. Reserve Component Facilities Functional Criteria
4. Criteria for Joint Federal and State Agreements Covering Contributions of Federal Funds to the States for Army National Guard Facilities
5. Reserve Component Military Construction Backlog Report



ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF THE  
JOINT SERVICE RESERVE COMPONENT FACILITY BOARDS

A. GENERAL

The Joint Service Reserve Component Facility Board for each State (hereafter referred to as the "board") is established to assist in carrying out the policy stated in Section 2231(2) of Title 10 of the United States Code (reference (b)). Within each State, the board will consider the joint use of facilities by units of two or more Reserve components to the greatest practicable extent for efficiency and economy.

1. The board's composition should be such that collectively it has knowledge of the majority of DoD and State military facilities and lands within its State.

2. The board must review each proposed Reserve component construction project and comment on its joint-use potential. The board should consider all excess government properties as well as all installations to be affected by closure or realignment actions. All projects proposed to be included in an annual Reserve Forces Military Construction program shall be reviewed by the respective boards before being submitted to OSD. If the project is not included in the program for the fiscal year which it was first proposed, the board shall review the project again before it is included in the program for any subsequent fiscal year.

3. While conducting the reviews, boards may contact, through the Office of the Assistant Secretary of Defense for Reserve Affairs, offices, Agencies, and individuals in the Department of Defense that have responsibility for Reserve components facilities matters. Boards may initiate separate studies and surveys, and report their recommendations through appropriate channels to the Secretaries of the Military Departments concerned. Boards are encouraged to share lessons learned with other boards and the Military Departments.

4. The board is not limited to review of proposed projects. It may as a body make recommendations to the ASD(RA) on any facility needs of the Reserve components of that State that would enhance readiness and provide, in their view, a significant return for the investment.

5. The board prepares and submits its minutes to OASD(RA) (M&F) in the format of attachment 2 to this enclosure.

B. BOARD MEMBERSHIPS

Each board shall consist of up to five principal members and five alternate members appointed as follows:

1. Each Secretary of a Military Department shall appoint one principal member and one alternate member to the board of each State to serve for an indefinite period on a part-time basis. In addition, the Secretary of the Navy shall appoint a Marine Corps member to each State board where Marine

Corps Reserve and/or active Marine Corps facilities exist. The requirement for a board principal member and alternate member shall not apply for Military Departments that have only recruiting activities in a State.

2. The Governors of each State, territory, the Commonwealth of Puerto Rico, and the Commanding General of the National Guard of the District of Columbia should appoint one principal member and one alternate member (other than the Adjutant General) to their respective boards. The principal and alternate member shall serve with, or be employed by, the National Guard in their State as full-time military or a technician. The principal member, or in his or her absence the alternate member, shall represent the State in facilities matters under consideration by the respective board.

3. When the Coast Guard is operating as a Service in the Department of Transportation, the Commandant of the Coast Guard may designate a representative to serve in a non-voting capacity on boards in States where Coast Guard Reserve training units are, or may be, located. Coast Guard representatives may not serve as chair.

4. The chair of each board shall rotate annually, in turn, among the principal members. If a member is reassigned while serving as chair, the board membership shall choose a chair for the unexpired term.

#### C. RULES OF PROCEDURE

Except as prescribed herein, the rules of procedure for each board shall be those established by the board.

1. Each board shall convene at the call of its chair.

2. A quorum shall consist of all principal members, provided that an alternate member shall be deemed a principal member if the principal member from his or her organization is absent.

3. Actions of the board shall be by Majority vote with each principal member having one vote. An alternate member shall be deemed a principal member for voting purposes if the principal member from his or her organization is absent.

4. Board review and analysis of each Reserve component project shall be recorded on DD Form 2162, "Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis." Copies of the completed form shall be retained by the project sponsor. Local reproduction of the form at attachment 1 is encouraged.

5. Minutes of board meetings, reports, and studies approved by the board shall bear the signature and title of each member. (See attachment 2 to this enclosure for the format of board minutes.)

6. Any principal member, or in the principal member's absence the relevant alternate member, who disagrees with the majority opinion of the

board may require that a minority report be included in the records of the board's proceedings.

7. Copies of the minutes or summaries of meetings, studies, surveys, or reports, and recommendations prepared by boards shall be furnished to each principal member and alternate member.

8. The chairman shall forward one information copy of the board meeting minutes directly to the Office of the Assistant Secretary of Defense (Reserve Affairs) (Materiel and Facilities), Washington, DC 20301-1500. The head of the Office of the ASD(RA) (M&F)) shall promptly distribute copies of the minutes to the Military Departments. Military Departments may forward comments to OASD(RA) (M&F).

Attachments - 2

1. DD Form 2162
2. Board Meeting Minutes Format of the Joint Service Reserve Component Facility Board (State, Commonwealth, Territory, or District of Columbia)

JOINT SERVICE RESERVE COMPONENT FACILITY BOARD (JSRCFB) PROJECT ANALYSIS										
1. STATE		2. JSRCFB MEETING DATE		3. PROPOSED PROJECT			4. PROJECT LOCATION			
5. NEAREST SIX (6) ACTIVE AND RESERVE COMPONENT FACILITIES (including reserve component facilities programmed within the next five (5) years) within a FIFTEEN (15) MILE RADIUS OF THE PROPOSED CONSTRUCTION SITE. (If no facilities exist within a fifteen (15) mile radius, identify the next closest facilities.)										
(1) LOCATION	(2) COMPONENTS	(3) CAPACITY	(4) SIZE	(5) UTILIZATION	(6) YEAR CONSTRUCTED	(7) AUTHORIZED STRENGTH	(8) ASSIGNED STRENGTH	(9) ACREAGE	(10) MILEAGE	
a										
b										
c										
d										
e										
f										
6. ANALYSES OF FACILITIES TO MEET REQUIREMENT										
a						d				
b						e				
c						f				

DD Form 2162, DEC 87

Previous edition is obsolete

94798

7. JSRFB RECOMMENDATION (Use additional sheets if necessary)

Item 1. State. Enter state in which project is proposed

Item 2. JSRFB Meeting Date. List the year, month and day on which the Joint Service Reserve Component Facility Board met to recommend appropriate action to satisfy facility requirement which generated the proposed project

Item 3. Proposed Project. List the title of the proposed project as it would appear on the DD Form 1360 and DD Form 1391

INSTRUCTIONS

Item 4. Project Location. List the town/installation and county/parish where the proposed project will be located

Item 5. Nearest Existing or Programmed Facilities, etc. The information contained in this item is for existing as well as for Reserve component projects programmed for execution in the current and the following 5 fiscal years military construction programs. Items of information are to be presented as follows:

(1) LOCATION	(2) COMPONENT	(3) CAPACITY	(4) SIZE	(5) UTILIZATION	(6) YEAR COMPLETED	(7) AUTHORIZED STRENGTH	(8) ASIGNED STRENGTH	(9) AVERAGE MILEAGE
* FluidPondiac	ARNG/USAR	200 Person Armory	37,850	2 Weekends/Mo.	1965/Adm 1971	200 ARNG 200 USAR	180 ARNG 80 USAR	11.5

Item 5. (Continued)

(1) Location. List the location of the facility, including county/parish

(2) Components. The military components located at the facility, e.g. Active Army, Air National Guard, Air Force Reserve, etc. Use accepted abbreviations, e.g. ARNG, ANG. If not intended to list units

(3) Capacity. Show the capacity of the facility, e.g. 200 Person Armory

(4) Size. Show the size of the facility in gross square feet

(5) Utilization. Show the actual utilization for the Reserve components training at the facility, e.g. 2 Weekends/Mo.

(6) Year Constructed. Indicate the year an existing facility was constructed, including dates of any federally funded additions. If currently not existing, show the year it is planned by the component for construction

(7) Authorized Strength. Show the authorized strength for each Reserve component at the facility

(8) Assigned Strength. Show the assigned strength for each Reserve component at the facility

(9) Acreage. Show the acreage on which the facility is located or the amount of acreage required/available if facility is planned but not yet constructed

(10) Mileage. List the distance in miles to the proposed project

Item 6. Analysis of Facilities to Meet Requirement. Each facility identified in Item 5 is to be addressed separately, e.g. 6.a. would be an analysis of 5.a. Each analysis will contain rationale for/against expansion/rehabilitation to accommodate the requirement. Specific data must be used. Generic terminology such as, "There will be a decrease in personnel requirements for the facility" is not acceptable. Use of substantial facts suitable to support such statements. If other Reserve components have a project identified within 5 years, explain why projects cannot be combined

Item 7. JSRFB Recommendation. Based on the information contained in Items 5 and 6, the appropriate recommendations of the entire JSRFB should be indicated, with rationale shown for any dissenting position(s). The completed form will be retained by the project sponsor.

1-1-2

DD Form 2162 Reverse, DEC 87

BOARD MEETING MINUTES FORMAT  
OF THE JOINT SERVICE RESERVE COMPONENT FACILITY BOARD  
(STATE, COMMONWEALTH, TERRITORY, OR DISTRICT OF COLUMBIA)

A. CONVENING THE BOARD

In accordance with DoD Directive 1225.7, dated \_\_\_\_\_, the board held a meeting at \_\_\_\_ hours on \_\_\_\_\_ at \_\_\_\_\_

B. ATTENDANCE

1. Principal members present: (Rank, Name, Service).
2. Alternate members or others present: (Rank, Name, Service).

C. ACTION ON MINUTES OF PREVIOUS MEETINGS

D. PROJECT SUMMARIES

1. Number of projects reviewed \_\_\_\_.
2. Number recommended for joint construction \_\_\_\_.
3. Number recommended for unilateral construction \_\_\_\_.
4. Number not recommended for construction \_\_\_\_.

E. PROJECT RECOMMENDATIONS

1. For each project considered by the board, provide a statement of acquisition alternatives considered basis for each rejection leading to the chosen option. (See DoDD 1225.7 enclosure 2, paragraph A2, a through h, for alternatives.)

2. If recommending unilateral construction, include a statement explaining why the project was not recommended for joint construction.

F. OTHER BUSINESS. In this section summarize any other business or recommendation of the board.

G. NEXT MEETING. Provide a statement of the planned date for the next meeting and place.

H. ADJOURNMENT

Provide a statement noting completion or disposition of all matters before the board and time of adjournment.

I. AUTHENTICATION

Signatures of principal (or acting alternate) members including their current mailing addresses and phone numbers (AUTOVON and commercial).

FACILITY ACQUISITION METHODS, JOINT CONSTRUCTION, AND DESIGN CRITERIA

A. FACILITY ACQUISITION METHODS

1. The acquisition of new-facilities and the expansion, major rehabilitation, or replacement of existing facilities shall be done using the most cost-effective methods. Economic analyses, program evaluations, and budgetary documentation of Reserve component facilities requirements shall be made in accordance with applicable DoD Instructions and Directives in the 7000 series of DoD 5025.1-I (reference (e)).

2. In fulfilling Reserve component facilities requirements, the following methods shall be considered:

a. Maximum use of facilities identified as excess by Active and Reserve components during base closure and realignment actions--as allowed by law.

b. Full use of existing, partially used facilities of other Reserve components and the Active components.

c. Use of existing real property facilities excess to the needs of the Military Department or other Federal Agencies by transfer, use agreement, or permit.

d. Lease or donation of privately or publicly owned facilities that meet the need or can be modified at reasonable cost to meet the need.

e. Construction of additions to existing Reserve component and Active component facilities, or on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

f. Purchase of existing real property facilities that meet the need without uneconomical remodeling or renovating.

g. Joint construction of a new facility by two or more Reserve components or with an Active component. If such construction at a single location cannot be done concurrently for some presently irreconcilable reason, the design and siting of the initial structure shall include provisions for future expansion.

h. Unilateral construction of a new facility by one Reserve component only when supported by a Joint Service Reserve Component Facility Board that has carefully reviewed all other acquisition methods and found them impracticable or uneconomical.

B. JOINT FACILITIES

1. The Military Departments shall jointly acquire and use facilities to the fullest practicable extent. When unilateral acquisition and use are proposed, factual justification must be provided to support the conclusion

that joint facilities are not practicable or economically advantageous to the Federal Government.

2. Each component shall program design and construction costs for joint facilities, as follows:

a. Exclusive use. One hundred percent of the design and construction costs for exclusive-use areas shall be programmed by the using component.

(1) Interior exclusive-use areas are those that shall be used 100 percent by a component (such as offices), component-unique training and storage areas, etc.

(2) Outside exclusive-use areas include component-designated military vehicle parking, pavement and fencing, security lighting, fuel dispensing systems, separate maintenance, and storage buildings.

b. Common use. The design and construction costs for common-use areas shall be programmed on a pro rata share basis by using components.

(1) Pro rata is defined as the ratio of the component's strength to the total strength for the facility.

(2) Interior common-use areas include assembly halls, classrooms, latrine facilities, corridors, stairwells, circulation areas, and mechanical equipment rooms.

(3) Rifle ranges and food preparation and scullery areas shall be treated as common-use areas if required by two or more components participating in a joint construction project.

(4) Outside common-use areas include site preparation, utilities, walks, pavements, and privately owned vehicle (POV) parking.

#### C. DESIGN CRITERIA

1. To provide adequate project scopes and cost estimates and ensure early program execution, Reserve components shall have all military construction projects at the 65 percent design-complete stage at the time the budget is submitted to OSD. (NOTE: When the Department of Defense submits a biennial budget, this 65 percent rule applies to projects submitted as the first-year program. The 35 percent rule discussed in the next paragraph applies to those projects submitted as the second-year program.) The following 65 percent design-completion criteria shall be used:

a. Drawings to include such elements as detailed civil, site, and utility plans; substantially complete plan and elevation drawings; all structural primary and secondary supporting members; equipment schedules and layouts; duct and/or piping layouts coordinated with lighting layouts; wiring and duct sizes for service entrances and feeder circuits to panelboards; lighting schedules and/or details and telephone raceway layouts; partially



sized mechanical equipment, air quantities, duct sizes, pipe sizes; and partial riser and piping diagrams.

b. Refined and updated engineering design calculations and analyses required for the various structural, paving, mechanical, and electrical systems.

c. Marked-up set of specifications.

d. A detailed cost estimate using unit prices and quantities for structures, utilities, and appurtenances that incorporate the most current scope and criteria.

2. When there is a biennial budget, the following 35 percent design completion criteria shall be used for the second-year program:

a. The designer has established the basic features, materials, systems and related costs necessary to meet the functional requirements of a facility. The design and cost estimate must, as a minimum, have been reviewed and revised as necessary by the design manager. The design consists of, but is not limited to:

(1) Preliminary drawings, including such elements as site plans, architectural floor plans, building sections, finish schedules, and general preliminary mechanical and electrical system layouts, capacities, and sizes.

(2) Outline specifications.

(3) Basis of design, to include such items as design assumptions, calculations, economic analysis, and energy conservation.

(4) Preliminary cost estimate developed on a unit cost systems basis from the preliminary design and specifications. Lump sum costing should be kept to a minimum.

b. For a site adaptation of an existing design or a standard design, site engineering and a cost estimate based on that site and the adapted design are required to meet the above criteria.

3. Waivers to the design policy for individual military construction projects may be granted by the Secretaries of the Military Departments. The ASD(RA) shall be notified of any waiver at least 30 days prior to submission of the Reserve component military construction budget to OSD.

RESERVE COMPONENT FACILITIES FUNCTIONAL CRITERIA

A. GENERAL

1. Purpose. This guidance provides general facilities policy for the Reserve component.
2. Technical Guidance. Where specific guidance is not provided, Service-developed technical criteria shall apply. Specific justification is required for each proposed facility.
3. Implementation. Each Service shall publish a regulation to implement this guidance for its Reserve components through detailed criteria.
4. Readiness. Facilities shall be constructed so as to make the greatest contribution to readdress, and promote economy and efficiency.
5. Joint Use. All opportunities shall be explored for combining or integrating proposed facility requirements with the existing or proposed facility requirements of other Services and within the Service.
6. Existing Facilities. Maximum use shall be made of existing facilities of all components to accomplish proposed facility requirements, partially or fully.
7. Standard Designs. Definitive designs of major components or complete buildings shall be accomplished and used where possible.
8. Flexibility. Facilities shall be designed so as to lend themselves to occupancy by new units, reorganized units, and units with new missions with the minimum of additional construction.
9. Redundant Space. Space shall not be constructed in more than one place for the performance of an individual's function.
10. Economical Design. Reserve component facilities shall be designed to be austere, but shall ensure life-cycle economy of construction, maintenance, and operation.

B. STANDARDS OF CONSTRUCTION

New facilities shall generally be of high quality construction and consistent with their anticipated useful life and utilization. All facilities shall be similar to those of the Active components with modifications to account for periodic usage. These modifications should result in less costly projects. Designs and site development shall make applicable provisions for future expansion.

C. UNACCOMPANIED PERSONNEL HOUSING AT MAJOR TRAINING AREAS

The required number of barracks may be based on the authorized strength of the units of the Reserve components that the installations are designed to accommodate at any one time.

1. Junior Enlisted Personnel. For junior enlisted personnel (E-6 and under), the accommodation may include open bay sleeping areas, a central latrine, and a central dayroom.

2. Senior Enlisted Personnel, Officer Candidates, and Officer Personnel. For senior enlisted personnel, officer candidates, and officers, the accommodations may include a semi-private bedroom, semi-private latrines or a central latrine, and a central dayroom.

#### D. LOCAL TRAINING AREAS

For those training areas where cantonment-type construction is not justified, facilities may be consistent with training facilities in a field environment. Construction may be semi-permanent or permanent and shall comply with environmental and pollution control regulations. Temporary construction is authorized for facilities such as field kitchens, mess shelters, tent pads, and logistic facilities. Ranges and training courses may be authorized when justified. Installation of utilities, construction of roads, security fencing, fuel dispensing systems, and other similar projects shall be considered on an individual basis.

#### E. OTHER FACILITIES

Other facilities required on an infrequent basis, and for which specific criteria are not provided here, shall be established by criteria for similar facilities, but adjusted in accordance with the actual mission requirements.

#### F. AIRFIELD REQUIREMENTS

Special requirements for airfield runways, taxiways, aprons, navigational and approach aids, airfield lighting, arresting gear installations, and related airfield facilities shall be determined in the same manner as for active forces when located at active installations. Adherence to these requirements at other locations shall be modified by applicable Military Department regulations or other Agency criteria.

#### G. ADMINISTRATIVE SPACE

Wherever possible, administrative space shall be open. Joint use space shall have only the minimum essential number of offices constructed and provide maximum flexibility for office usage changes. Wherever possible, offices shall be joint-use and the number of exclusive offices kept to a minimum.

#### H. STORAGE

Facilities shall include adequate space for storage of equipment in the proper locations (home station, mobilization station, central storage, etc.).

I. UNACCOMPANIED PERSONNEL QUARTERS (HOME STATION)

Requirements for quarters for Reserve component personnel shall include an economic analysis of constructing unaccompanied personnel quarters on the installation versus contract billeting with commercial establishments.

J. INDOOR RANGES

New indoor ranges may be programed and built. However, they remain in service in that capacity. They may not be diverted or converted to another use; e.g., storage.

K. MEDICAL FACILITIES

Construction of medical treatment facilities (i.e., facility category 500) is programmed by the Assistant Secretary of Defense, Health Affairs. Medical unit and individual training facilities fall into facility category 171 and should be programmed by the Services.

CRITERIA FOR JOINT FEDERAL AND STATE AGREEMENTS  
COVERING CONTRIBUTIONS OF FEDERAL FUNDS  
TO THE STATES FOR NATIONAL GUARD FACILITIES

A separate Joint Federal and State agreement shall be executed for each project to be constructed on State-owned land involving contributions of both State and Federal military construction funds, according to the following criteria and procedures:

A. All work on a project described in section 2233(a)(2), (3), or (4) of Title 10 of the United States Code shall be done according to the laws of the State concerned and under the supervision of State officials. These and other projects shall be inspected and approved by the Secretary of the Military Department concerned, or a designee. Such inspection and approval shall ensure that work supported by Federal funds complies with approved plans, specifications, criteria, and standards.

Except for project supervision of a project described in section 2233(a)(2), (3), or (4) of Title 10 of the United States Code, which is reserved to State officials, the services of Federal construction agents (the Chief of Engineers; the Commander, Naval Facilities Engineering Command; or the U.S. Property and Fiscal Officer of the State) may be used for the design and construction of facilities. A Federal agent may be used for federally funded National Guard facilities to be constructed on Federal land.

B. The State shall certify that:

1. It has the legal authority and necessary funds to accomplish its share of the design cost prior to design initiation and construction cost before construction bid authorization.

2. It has a perfected title to, or other adequate property interest in, acceptable real estate located in an area where local laws and ordinances shall permit the intended use.

3. The agreement is legal and binding and that its execution is duly authorized.

C. Plans, specifications, and cost estimates shall be approved by the Federal Government.

D. Unless terminated under section J of this enclosure, the agreement shall remain in full force and effect for the full term of the agreement.

E. When a facility is to be used jointly by two or more Reserve components, the agreement shall:

1. Identify all space, both inside and outside the building or buildings, as follows:

a. To be used and maintained exclusively by federally designated Reserve components.

b. To be used jointly by all Reserve components assigned to the facility.

2. Prescribe the Federal and State shares of the cost of maintaining the common-use space, both inside and outside the buildings.

3. Prescribe schedules for the use of the facilities by the various Reserve components, including procedures for resolving scheduling conflicts.

F. When a project is done by State contract, the contract shall be let in accordance with the State laws and under applicable Federal regulations. All contracts, change orders, and supplemental agreements involving a contribution of Federal funds shall be subject to prior approval by the Federal Government.

G. The Federal Government shall:

1. Determine which Federal costs incurred or to be incurred are allowable under the terms and conditions of the agreement.

2. Advise the State of this determination, in writing, before the State executes any contract, according to applicable DoD military construction policies and criteria.

H. The State shall maintain an accounting system that is acceptable to the Federal Government. This system shall cover both the construction work and the subsequent maintenance and operation of those facilities supported with Federal contributions, including those facilities to be used jointly by other Reserve components.

I. When a facility is to be constructed or operated by State contract:

1. A commitment of DoD appropriations shall be recorded based on a signed agreement with the State.

2. An obligation of DoD appropriations shall be recorded based upon receipt of a signed contract issued by the State to construct the facility.

3. Federal funds shall be provided upon approval of contractor's requests for progress and final payments. Approval of requests for payments shall be based on State Government certifications of the status of work completed on the facility.

J. The agreement shall contain a clause, and existing agreements may be so amended, to permit termination of the agreement before expiration of the fixed term and subject to the approval of the Secretary of the Military Department concerned, provided that:

1. When the existing facility is adequate and still required by one or more of the assigned Reserve components, the State agrees to replace the

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facility in-kind without further Federal contribution and executes an agreement on the replacement facility for the unexpired term of the agreement to be terminated.

2. When the existing facility is no longer required by any of the assigned Reserve components, the State agrees to reimburse the Federal Government for its equity in the facility, calculated as that proportion of the Federal contribution as the unexpired term of the agreement bears to the full term of the agreement.

RESERVE COMPONENT MILITARY CONSTRUCTION UNFUNDED PROPOSALS REPORT

A. GENERAL

The purpose of this report is to substantiate and analyze the Reserve components military construction proposals that have been proposed but not funded. The Reserve components shall compile the report biennially and submit it to the OASD(RA) by April 30th of the even numbered years; e.g., 1990, 1992, 1994. The report shall reflect Reserve component military construction projects that have been proposed but not funded as of March 31st of the reporting year.

B. REPORT FORMAT

The Reserve components shall provide the report in two parts consisting of the Project Listing and the Construction Summary.

1. Project Listing. A project listing of all military construction projects by State, location and project title, with current working estimate (CWE), shall be provided.

a. The list shall include all military construction projects currently Proposed to be construed in support of an approved mission. Construction proposals that have not been authorized through the current fiscal year Military Construction Acts shall be included. For example, the list submitted April 30, 1990 should not include FY 1991 projects under consideration by Congress, but it should include all projects included in the Service FY 1992-1997 Program Objective Memorandum (POM) and projects in the Long Range Construction Program.

b. All projects fall into two broad categories: those that support NEW missions and/or weapon systems and those that support CURRENT missions and weapon systems. Within each of those categories, there are three types of construction:

(1) Modernization. Projects for major repairs, alterations, or criteria upgrades, and/or additions to an existing facility with minimal changes in functional purpose and size.

(2) Replacement. Projects for the construction of a similar facility (includes demolition of an existing facility, when required to construct a replacement facility).

(3) New Construction. Projects for the construction of a new facility or additions to an existing facility.



2. Construction Summary. The format at attachment 1 to this enclosure shall be used to report the construction summary. The report shall be coded to indicate new or current mission and modernization, replacement, or new construction for each listed project.

Attachment

Reserve Component Military Construction Unfunded Proposals Summary

RESERVE COMPONENT MILITARY CONSTRUCTION UNFUNDED PROPOSALS SUMMARY

RESERVE COMPONENT: \_\_\_\_\_  
REPORT DATE: \_\_\_\_\_

CATEGORY	TYPE OF CONSTRUCTION (\$M)			TOTAL
	MODERNIZATION	REPLACEMENT	NEW CONSTRUCTION	
New Missions and/or Weapon Systems				
Existing Missions and/or Weapon Systems				

	TRENTON	
AEC		
D/S MSRA		
D/C AVN		
O/S PP&O		
S/S-8L		
O/S H&P		
S/S C&IS		
MUNTEL		
JAD		
G PA		
P&D		
FBI		
CALIFORNIA		
BING		
NAC		
LIFE		
SECURITY		
EPA-CR		
KMS		
MISSISSIPPI		
NYC		